#### SCHEDULE OF RECORDS RETENTION AND DISPOSITION

. o. citimont	County Records Comn	полити	Telephone Number	(513) 735-8660
289 East Main	n Street Batavi	a 4510	3	Clermont
(Address)	(City)	(Zip co	de)	(County)
FROM: C	lermont County Recorder's O	ffice	1080	
1/),	(Political subdivision name)		(Unic	t)
Mehons	Wall Cleps	ec	Reco	
(Signature of a	responsible official)	(Name)	(Title	e) (Date)
Subject to seld	ecords Commission:	Signature For the Ohio Historical So	Man Color	Date   Date
Approved by	the Ohio Auditor of State:	For the Ohio Auditor of Si	ate July	- //-3-09 Date
(5)	ENTRIES SHOULD BE MAD (6)	E FOR RECORDS WITH MO (7)	RE THAN ONE MEDIA (8)*	- 4.0
Schedule R Number	ecord Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
1080-01 Agre	ement Records	Permanent	Paper	

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
1080-01	Agreement Records	Permanent	Paper To 11-01-1998	
1080-01A	Agreement Records	Permanent	Film To Present	
1080-01B	Agreement Records	Permanent	Digital 11-01-1998 To Present	
1080-02	Agreement Index	Permanent	Paper To 1-01-1993	
1080-02A	Agreement Index	Permanent	Film To 1-01-1993	
1080-02B	Agreement Index	Permanent	Digital 11-01-1998 To Present	-
1080-02C	Agreement Index	Permanent	Fiche 1-01-1993 To Present	
1080-03	Annexation Records	Permanent	Paper To Present	

Form RC-2

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM:	Recorder's Office	1080
	(Political subdivision name)	(Unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
1080-03A	Annexation Records	Permanent	Film 1-01-1990 To Present	, , , , ,
1080-03B	Annexation Records	Permanent	Digital 11-01-1998 To Present	
1080-08	Assignment, Partial & Full Releases of Mortgages	Permanent	Paper To 11-01-1998	
1080-08A	Assignment, Partial & Full Releases of Mortgages	Permanent	Film To Present	
1080-08B	Assignment, Partial & Full Releases of Mortgages	Permanent	Digital 11-01-1998 To Present	
1080-04	Assignments & Releases Index	Permanent	Paper To 1-01-1993	
1080-04A	Assignments & Releases Index	Permanent	Film To 1-01-1993	
1080-04B	Assignments & Releases Index	Permanent	Fiche 1-01-1993 To Present	
1080-04C	Assignments & Releases Index	Permanent	Digital 11-01-1998 To Present	
1080-27	Breeders' Lien Index	Permanent	Paper	-
1080-09	Cash Book	10 years after last entry, then destroy	Paper To Present	
1080-09A	Cash Book (ORC 311.11)	10 years after last entry, then destroy	Digital 1998 To Present	
1080-10	Cash or Daily Pay-In Receipt To Treasurer	Until Audited, then destroy	Paper	
1080-14	Corporate Franchise Liens	Permanent	Paper	
1080-15	Daily Register	Permanent	Paper To 11-01-1998	
1080-15A	Daily Register	Permanent	Film To 11-01-1998	
1080-15B	Daily Register	Permanent	Fiche 11-01-1998 To Present	·

Form RC-2

### SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM:	Recorder's Office	1080
<del></del> -	(Political subdivision name)	(Unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
1080-15C	Daily Register	Permanent	Digital 11-01-1998 To Present	
1080-17	Deed Records (ORC 317.08)	Permanent	Paper To 11-01-1998	· · · · · ·
1080-17A	Deed Records (ORC 317.08)	Permanent	Film To Present	
1080-17B	Deed Records (ORC 317.08)	Permanent	Digital 11-01-1998 To Present	
1080-28	Deed Index	Permanent	Paper To 1-01-1993	
1080-28A	Deed Index	Permanent	Film To 1-01-1993	
1080-28B	Deed Index	Permanent	Fiche 1-01-1993 To Present	
1080-28C	Deed Index	Permanent	Digital	
1080-19	Easement	Permanent	Paper To 1-01-1998	
1080-19A	Easement	Permanent	Film To Present	× • • • • • • • • • • • • • • • • • • •
1080-19B	Easement	Permanent	Digital 11-01-1998 To Present	
1080-22	Federal Tax Liens	Permanent	Paper To Present	
1080-22A	Federal Tax Liens	Permanent	Film 9-01-1995 To Present	
1080-22B	Federal Tax Liens	Permanent	Digital 11-01-1998 To Present	
1080-48	Federal Tax Lien Releases	Permanent	Paper To Present	,
1080-48A	Federal Tax Lien Releases	Permanent	Film 9-01-1995 To Present	
1080-48B	Federal Tax Lien Releases	Permanent	Digital 11-01-1998 To Present	

FROM:	Recorder's Office	1080		
	(Political subdivision name)	(Unit)		

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
1080-23	Federal Tax Lien Index	Permanent	Paper To 1-01-1993	
1080-23A	Federal Tax Lien Index	Permanent	Fiche 1-01-1993 To Present	
1080-23B	Federal Tax Lien Index	Permanent	Digital 11-01-1998 To Present	
1080-24	Financing Statements	6 years (unless attached to Real Estate)	Paper	
1080-54	Financing Statements - Index Cards	6 years	Paper	
1080-55	Financing Statements (Real Estate)	Permanent	Paper	
1080-55A	Financing Statements (Real Estate)	Permanent ,	Film 4-15-1996 To Present	·,
1080-55B	Financing Statements (Real Estate)	Permanent	Digital	
1080-56	Financing Statement Index	5 years & 60 days	Paper To 1-01-1993	
1080-56A	Financing Statement Index	Permanent, After 1-01-1993	Fiche	
1080-56B	Financing Statement Index	Permanent, After 1-01-1993	Digital	
1080-57	Land Contracts	Permanent	Paper To 11-01-1998	
1080-57A	Land Contracts	Permanent	Film To Present	
1080-57B	Land Contracts	Permanent	Digital 11-01-1998 To Present	
1080-58	Land Contract Index	Permanent	Paper To 1-01-1993	
1080-58A	Land Contract Index	Permanent	Film To 1-01-1993	
1080-58B	Land Contract Index	Permanent	Fiche 1-01-1993 To Present	
1080-58C	Land Contract Index	Permanent	Digital	

FROM: Recorder's Office	1080
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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
1080-33	Lease Records (ORC 317.08,5301.251)	Permanent	Paper To 11-01-1998	
1080-33A	Lease Records (ORC 317.08,5301.251)	Permanent	Film To Present	
1080-33B	Lease Records (ORC 317.08,5301.251)	Permanent	Digital 11-01-1998 To Present	
1080-34	Mechanic's Lien Record (ORC 1311.11)	Permanent	Paper To 11-01-1998	
1080-34A	Mechanic's Lien Record (ORC 1311.11)	Permanent	Film To Present	
1080-34B	Mechanic's Lien Record (ORC 1311.11)	Permanent	Digital 11-01-1998 To Present	
1080-50	Military Discharges	Permanent	Paper To 11-01-1998	
1080-50A	Military Discharges	Permanent	Film 1-01-1990 To Present	
1080-50B	Military Discharges	Permanent	Digital 11-01-1998 To Present	
1080-39	Personal Property Tax Lien Records	Permanent	Paper To 1996	
1080-39A	Personal Property Tax Lien Records	Permanent	Film 1996 To Present	
1080-39B	Personal Property Tax Lien Records	Permanent	Digital 11-01-1998 To Present	
1080-41	Power of Attorney (ORC 317.08)	Permanent	Paper To 11-01-1998	
1080-41A	Power of Attorney (ORC 317.08)	Permanent	Film To Present	
1080-41B	Power of Attorney (ORC 317.08)	Permanent	Digital 11-01-1998 To Present	
1080-61	Recognizance Liens	Permanent	Paper To Present	
1080-61A	Recognizance Liens	Permanent	Film I-01-1995 To Present	

FROM: Recorder's Office	
(Political subdivision name)	(Unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
1080-61B	Recognizance Liens	Permanent	Digital 11-01-1998 To Present	
1080-18	Recognizance Lien Discharges/Releases	Permanent	Paper To Present	
1080-18A	Recognizance Lien Discharges/Releases	Permanent	Film 1-01-1990 To Present	
1080-18B	Recognizance Lien Discharges/Releases	Permanent	Digital 11-01-1998 To Present	····
1080-31	Recognizance Lien & Discharge Index	Permanent	Paper To 1-01-1993	•
1080-31A	Recognizance Lien & Discharge Index	Permanent	Film To 1-01-1993	
1080-31B	Recognizance Lien & Discharge Index	Permanent	Fiche 1-01-1993 To Present	
1080-31C	Recognizance Lien & Discharge Index	Permanent	Digital 1-01-1993 To Present	
1080-47	Registered Land Certificates of Title	Permanent	Paper To 2-01-1999	
1080-45	Registered Land Deeds	Permanent	Paper To 11-01-1998	
1080-45A	Registered Land Deeds	Permanent	Film 3-18-1997 To Present	
1080-45B	Registered Land Deeds	Permanent	Digital 11-01-1998 To 2-01- 1999	
1080-46	Registered Land Deed Index	Permanent	Paper To 2-01-1993	
1080-46A	Registered Land Deed Index	Permanent	Film To 2-01-1993	
1080-46B	Registered Land Deed Index	Permanent	Fiche 2-01-1993 To Present	
1080-46C	Registered Land Deed Index	Permanent	Digital 2-01-1993 To 2-01-1999	
1080-51	Unemployment Tax Lien	Permanent	Paper To Present	

FROM:	Recorder's Office	1080
	(Political subdivision name)	(Unit)

(5)	(6)	(7)	(8)*	_(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
1080-51A	Unemployment Tax Lien	Permanent	Film 9-01-1995 To Present	
1080-51B	Unemployment Tax Lien	Permanent	Digital 11-01-1998 To Present	- 10
1080-49	Unemployment Tax Lien Releases	Permanent	Paper To Present	
1080-49A	Unemployment Tax Lien Releases	Permanent	Film 9-01-1995 To Present	10
1080-49B	Unemployment Tax Lien Releases	Permanent	Digital 11-01-1998 To Present	
1080-30	Unemployment Tax Lien & Release Index (Card File)	Permanent	Paper To 1-01-1993	
1080-30A	Unemployment Tax Lien & Release Index (Card File)	Permanent	Fiche 1-01-1993 To Present	
1080-30B	Unemployment Tax Lien & Release Index (Card File)	Permanent	Digital 1-01-1993 To Present	
1080-44	Veterans' Burial Plats	Permanent	Paper	
1080-26	Veterans' Grave Registration	Permanent	Paper To 11-01-1998	
1080-26A	Veterans' Grave Registration	Permanent	Film 6-01-1998 To Present	
1080-26B	Veterans' Grave Registration	Permanent	Digital 11-01-1998 To Present	
1080-59	Miscellaneous Index	Permanent	Paper To 1-01-1993	
1080-59A	Miscellaneous Index	Permanent	Film To 1-01-1993	
1080-59B	Miscellaneous Index	Permanent	Fiche 1-01-1993 To Present	
1080-59C	Miscellaneous Index	Permanent	Digital 1-01-1993 To Present	
1080-35	Mortgage Records (ORC 317.08)	Permanent	Paper To 11-01-1998	
1080-35A	Mortgage Records (ORC 317.08)	Permanent	Film To Present	

FROM: Recorder's Office	1080
(Political subdivision name)	(Unit)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
1080-35B	Mortgage Records (ORC 317.08)	Permanent	Digital 11-01-1998 To Present	
1080-36	Mortgage Index	Permanent	Paper To 1993	
1080-36A	Mortgage Index	Permanent	Film To Present	
1080-36B	Mortgage Index	Permanent	Fiche I-01-1993 To Present	
1080-36C	Mortgage Index	Permanent	Digital 11-01-1998 To Present	
1080-38	Partition Fence Record	Permanent	Paper To 11-01-1998	
1080-38A	Partition Fence Record	Permanent	Film To 11-01-1998	
1080-38B	Partition Fence Record	Permanent	Digital 11-01-1998 To Present	
1080-40	Plat Books (ORC 317.08)	Permanent	Paper/Mylar To Present	
1080-40A	Plat Books (ORC 317.08)	Permanent	Aperture Cards To 8-25-1998	
1080-60	Plat Index	Permanent	Paper To 1-01-1993	,
1080-60A	Plat Index	Permanent	Fiche 1-01-1993 To Present	
1080-60B	Plat Index	Permanent	Digital 1-01-1993 To Present	
1080-62	Veterans' Grave Registration Index	Permanent	Paper To 1-01-1993	
1080-62A	Veterans' Grave Registration Index	Permanent	Film 1-01-1993 To Present	
1080-62B	Veterans' Grave Registration Index	Permanent	Fiche 1-01-1993 To Present	
1080-62C	Veterans' Grave Registration Index	Permanent	Digital 6-01-1998 To Present	

FROM: Recorder's Office	1080
(Political subdivision name)	(Unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
1080-52	Virginia Military Surveys	Permanent	Paper	
1080-53	Workman's Compensation Lien	Permanent	Paper To Present	
1080-53A	Workman's Compensation Lien	Permanent	Film 9-01-1995 To Present	
1080-53B	Workman's Compensation Lien	Permanent	Digital 11-01-1998 To Present	
1080-53C	Workman's Compensation Lien Index	Permanent	Paper To 1-01-1993	
1080-53D	Workman's Compensation Lien Index	Permanent	Fiche 01-01-1993 To Present	
1080-53E	Workman's Compensation Lien Index	Permanent	Digital I-01-1993 To Present	
1080-63	Terminated Personnel Records	Permanent	Paper	
1080-64	Official Records	Permanent	Paper 1-1990 To 10-1998	
1080-64A	Official Records	Permanent	Film 1-1990 To Present	
1080-64B	Official Records	Permanent	Digital 10-1998 To Present	
1080-65	Fee Summaries	10 years, then destroy	Paper	Audited tenents des year encommented he des rec
1080-66	Expense Records - Copies of Purchase Orders, Requisitions, Invoices, Billing Records, Receipt Documents and Travel Expense Records	3 years after Fiscal year, provided audited Original maintained at Auditor's Office	Paper/Electronic	have been endified by the Auditor of State and the audit report has been released pursuant to Sec. 117.25. O.P.C.
1080-67	Appropriation Ledgers	10 years, then destroy	Paper/Electronic	
1080-68	Correspondence	l year	Paper/Electronic	
1080-69	Electronic Mail - E-mail	Non-Record – Delete immediately  Permanent Record – Retain in paper or electronic format other than e-mail  All Other Records – E-mail archives	Electronic	

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1080
(Unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
1080-70	Payroll Worksheets – Time Input Worksheets, Time Cards, Payroll Timesheets, Departmental Timesheets, Leave Requests, Individual Payroll Deduction Reports, OBES Reports	3 years	Paper/Electronic	
1080-71	DD214 Request Forms For Copies	10 years	Paper/Electronic	
1080-72	Military Record Expungement Request Forms For DD214	Permanent until expunged	Paper/Electronic	
1080-73	Returned Checks and Correspondence	1 year	Paper/Electronic	
1080-74	Bankruptcy Notices (Non-Certified)	1 year	Paper/Electronic	
1080-75	Recorded Documents (Not Picked Up Or Returned In Mail)	10 years	Paper/Electronic	